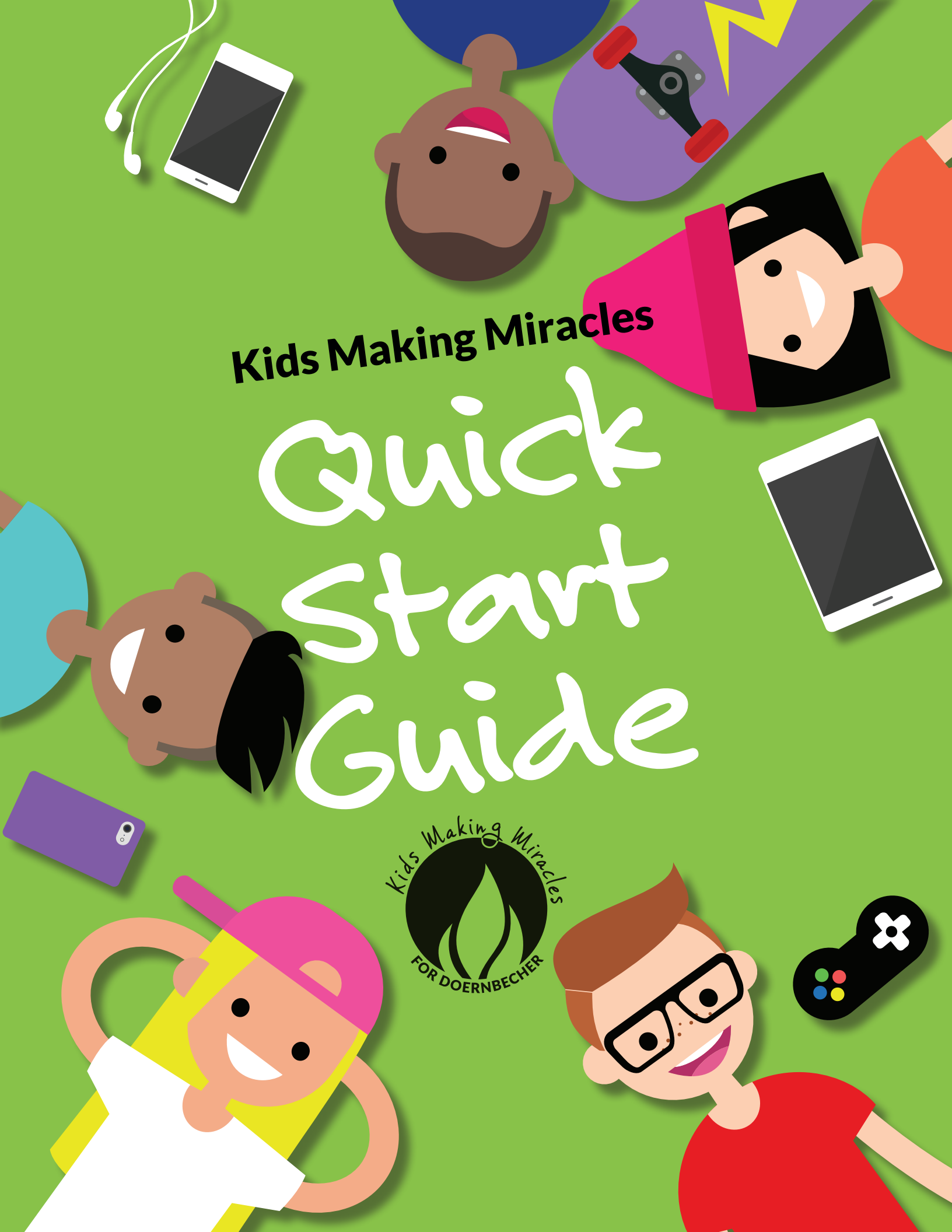


Kids Making Miracles

Quick Start Guide



WELCOME!

WE ARE THRILLED TO WELCOME YOUR SCHOOL TO THE KIDS MAKING MIRACLES (KMM) FAMILY!

Every dollar raised by KMM schools allows OHSU Doernbecher Children's Hospital to address immediate needs and take advantage of unanticipated opportunities. KMM is helping Doernbecher cure kids with cancer, mend broken hearts and bones, stop seizures, save the tiniest babies, and train the next generation of pediatric specialists.

This Quick Start Guide is designed to provide helpful resources and assist you in planning your school's own fundraising activities.

Have questions along the way? We are here to help! Please let us know how we can support your fundraising efforts or provide resources and encouragement.

Christina Morisato, KMM Program Manager

503-412-6360

morisato@ohsu.edu



GETTING STARTED!



STEPS FOR ORGANIZING YOUR COMMITTEE AND SELECTING A FUNDRAISING ACTIVITY!

- Identify a school advisor to support your fundraising campaign.
- Gather a group of students who are interested in helping. Be inclusive!
- Establish goals for what your school wants to accomplish.
- [Register your school.](#)
- Brainstorm ideas for fundraising and how your school is going to exceed your goals! Please review the Fundraising Policies and Procedures on page 8 of this Quick Start Guide.
- Contact the OHSU Foundation! We will brainstorm with your school and show you what resources are available.
- Schedule a tour of the hospital!* The best way to generate enthusiasm and support for Kids Making Miracles is to invite students and administrators to tour Doernbecher.

To Arrange a Tour

Contact the KMM Program Manager to schedule a tour for your school. Tours are available Monday - Friday and take approximately one hour. Please schedule your tour at least two weeks in advance. We can accommodate up to 10 people per tour.

Who May Tour?

Students must be 12-years-old or older. Doernbecher patients are seriously ill and may be extremely susceptible to infection. To protect patients, anyone with a cold, cold sore, diarrhea, fever or other contagious illness must postpone their tour.

**Please note that tours may not be available during cold/flu season.*

KIDS MAKING MIRACLE FUNDRAISING IDEAS



Host a Spirit Week at Your School

Spirit Weeks provide the opportunity for your school to dedicate an entire week to raising critical funds for OHSU Doernbecher.

Game Nights

Host a game night for family or friends to participate in. Teams can be formed and participant fees can be collected. Fun game ideas are: video games, board games, trivia and card games.

Coin Drive

Gather up that spare change in pockets and under cushions to donate to your own coin drive. Set up a table at your school and invite others to donate their change to see your goal skyrocket.

Email Letter Writing

An email letter writing campaign to your personal contacts is a great way to jump-start your fundraising and share why you're raising money for OHSU Doernbecher!

Personal Fundraising Web Pages

Create a personal on-line giving page through an easy-to-use platform that you can host events through and conveniently collect funds from your supporters. Contact the KMM Program Manager to help you create your personal fundraising page.

Partner with Restaurants

From Red Robin to Mod Pizza, many restaurants have fundraising programs available that are fun and easy to participate in.

Social Media Fundraising

Reach out to your friends and family on social media to share why you're raising money for OHSU Doernbecher and encourage them to support you!



PLANNING A SUCCESSFUL FUNDRAISING CAMPAIGN



Tips For Success

- Identify the audience you want to target for your campaign. Include as many people as possible.
- Plan a budget with any possible expenses and projected income.
- Solicit sponsorships to help cover the cost of your expenses.
- Establish the tasks that need to be done, assign the tasks to members of the committee and set deadlines to accomplish tasks.
- Present your completed plan and timeline to your school's administration for approval.
- Encourage a friendly competition among different grades or between neighboring schools to spur motivation, creativity and more donations.
- Thank your donors! Always show your appreciation to all of your donors, sponsors and volunteers by sending a thank you note at the conclusion of your fundraising efforts.

Promotion

It's important to promote your fundraiser to educate students, teachers, parents and the general community!

- Ask your school newspaper to support your fundraiser with a feature story or series of articles.
- Find out who manages your school's social media accounts and ask to post about your KMM fundraiser. Don't forget #kmm4kids.
- Create a flier for local businesses to request support and involvement.
- Make posters for school hallways, the gym or cafeteria promoting individual events.
- In a visual place in your school, hang a large poster that can be updated regularly to track the dollars raised to date.
- Many schools and school districts have publications for parents and teachers. Work with your advisor or administrator to contribute articles about KMM and suggest ways they can support your efforts.

The Key to Your Campaign Success is Your Assembly!

- Plan an assembly to kick-off your fundraising events. This is your opportunity to share your enthusiasm, educate and excite your school to inspire the student body and faculty to participate!

THE OHSU FOUNDATION IS HERE TO HELP!

ALL SCHOOLS WHO PARTICIPATE IN KMM ARE ENCOURAGED TO WORK WITH THE OHSU FOUNDATION TO ENSURE A SUCCESSFUL FUNDRAISING CAMPAIGN!

Support from the OHSU Foundation may include:

- Kids Making Miracles Eternal Flame logo for use to promote fundraising activities
- Doernbecher buttons, wristbands and balloons
- Access to Kids Making Miracles and Doernbecher patient story videos
- To help with sponsorship solicitation, the OHSU Foundation can provide you with logoed presentation folders, Doernbecher publications and informational brochures
- Schedule a KMM volunteer speaker to attend your assembly or fundraising events (pending availability)
- Opportunity for a check presentation at Doernbecher
- Visit the OHSU Foundation website for [templates and examples of fundraisers](#) your school can use!



HELP!

SUBMITTING DONATIONS TO OHSU DOERNBECHER

Ready to send in your donation?

Fill out the donation form in this Quick Start Guide and follow the instructions for sending donations to the OHSU Foundation. **Please send all contributions to the OHSU Foundation by June 30, 2024.**

Checks should be made out to: *OHSU Foundation.*

Please clearly mark the check with your school's name, especially if the check comes from your district.

Please mail your check to:

OHSU Foundation

Attn: Kids Making Miracles

PO Box 29017

Portland, OR 97296

Frequently Asked Questions

Q: My parent's employer has a matching program with OHSU Doernbecher; how can our school get credit for soliciting the money and still secure the match?

A: Your parent will need to write their check to the OHSU Foundation and send it directly to the Foundation with a note stating your school's name. Your parent will need to submit proof of their donation to their employer so your parent's employer can send the matching funds to the OHSU Foundation. Please make sure the employer notes your parent's name and your school's name. We will credit your school, your parent and your parent's company.

Q: Someone turned in a check written out to OHSU Doernbecher instead of our school; can we endorse the check over to our school?

A: No, please send in any checks written out to OHSU Doernbecher along with your school's check. We will credit your school and the individual for the amount written on the check.

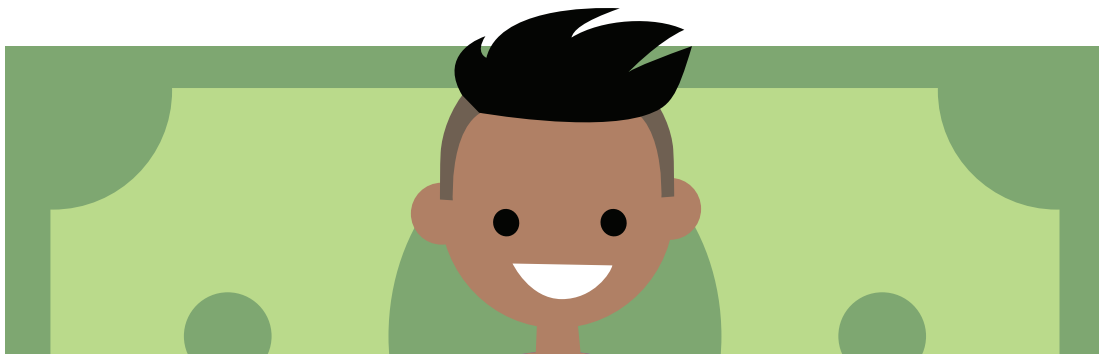
Q: Will COSTCO match our school fundraising dollars?

A: No. The agreement OHSU Doernbecher has with Costco is that only an INDIVIDUAL'S donation will be matched. We are unable to credit schools for donations made to Costco.

Q: How will our donation be used?

A: Dollars raised through Kids Making Miracles will be unrestricted, which means they will fund multiple hospital priorities such as research, recruitment of the best and brightest medical professionals, clinical care and uncompensated care.

If you wish to designate your fundraising dollars to a specific area, department or research, please enclose a letter telling us how you want your donation to be used.



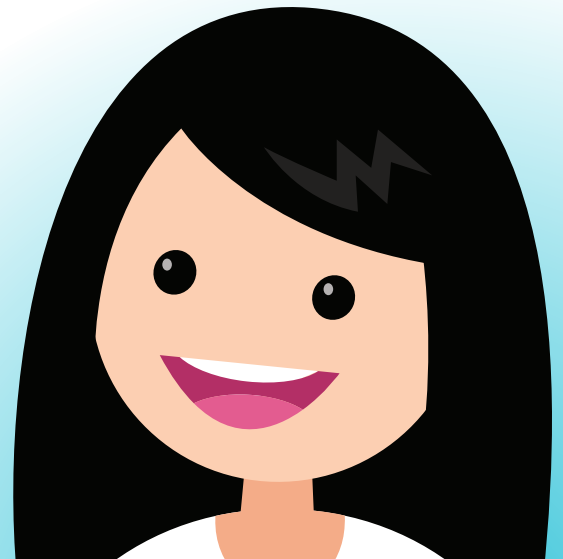
OHSU DOERNBECHER FUNDRAISING POLICIES & PROCEDURES



Policies and Guidelines

1. All fundraising activities and/or requests to use OHSU Doernbecher Children's Hospital's name or logo must be approved in advance by OHSU Foundation. Publicity may not suggest that the event/initiative is being sponsored, cosponsored or produced by OHSU, but should instead state that OHSU Doernbecher Children's Hospital is the beneficiary.
2. For confidentiality reasons, the OHSU Foundation cannot release donor or volunteer lists to an individual, company, group or organization. Also, the institute does not sell goods or services from outside organizations.
3. The OHSU Foundation cannot be liable for any expenses incurred by an individual or any organization involved in fundraising on behalf of OHSU. Neither can the OHSU Foundation underwrite any fundraising activities.
4. All publicity involving the OHSU/OHSU Doernbecher Children's Hospital name must be approved by the OHSU Foundation prior to production, distribution and/or release. We request lead time of 48 hours to review and approve references to OHSU/OHSU Doernbecher Children's Hospital in printed materials, and lead time of five working days to review and approve proposed references to OHSU/OHSU Doernbecher Children's Hospital in press releases. Press releases, public service announcements, advertisements, printed materials (posters, brochures, fliers, tickets, invitations, etc.) are the responsibility of the individual/organization coordinating the fundraising activity.

5. OHSU Foundation fundraising policy prohibits the use of telephone solicitations by a third party for contributions from the public.
6. Oregon law requires special licensing to conduct a raffle. If your school would like to conduct a raffle, individuals and/or organizations must obtain a raffle license from the Oregon Department of Justice. [Learn more about charitable gaming for nonprofit fundraising.](#)
7. In accordance with IRS regulations, the individual or organization conducting the fundraiser is responsible for disclosing to donors the exact dollar amount or percentage of their gift which will benefit OHSU Doernbecher Children's Hospital.
8. Insurance (if applicable) for any fundraising activity to benefit the OHSU Foundation is the responsibility of the organizing party and must be submitted with proposal for approval.
9. The OHSU Foundation is unable to provide marketing or support staff (e.g. gift-processing, event organizing, and recruitment of event sponsor/participants).
10. Silent auction items should each be valued at the fair market value. This value must be listed on the bid sheet at the auction table or included in any printed list of auction items, including live auction item descriptions.
 - Items valued at \$5,000 or more require a qualified appraisal by a qualified appraiser, per IRS guidelines.
 - If an item is not valued, or valued as priceless, the final auction bid establishes the item's fair market value, therefore no portion is tax deductible.
 - Fair market value of the item must be disclosed in order to provide gift credit. The charitable portion is that above the fair market value.
11. Gift Processing Policy
 - Event organizers should submit proceeds from their initiative within in 30 days from its conclusion.
 - If the third party is a 501(c)3 organization, all checks shall be made payable to, mailed to, processed by, and receipted by the third party.
 - If the third party is not a 501(c)3 organization and needs event revenue to pay for event expenses, all checks shall be made payable to, mailed to, and deposited into an event bank account by the third party. It shall be stated on all event materials that gifts to the event are not tax-deductible.
 - Only checks payable to the OHSU Foundation and cash donations (equal to or greater than \$5.00) clearly labeled with the donors information will be provided with a tax deductible receipt in accordance with IRS and state tax regulations.
 - Send donations to:
OHSU Foundation
Attn: Kids Making Miracles
PO Box 29017
Portland, OR 97296



DONATION FORM



I/we wish to make a gift/pledge in the sum of \$ _____ to support OHSU. Please designate my gift to the following area

Kids Making Miracles

Option One: Pledge

Payment will begin on ____/____/____ and will be paid over a period of 1 2 3 4 5 years.

The balance will be paid in (number of) _____ payments of \$ _____.

Please send reminders: yes no

Option Two: Outright Gift

Enclosed is the gift in full in the amount of \$ _____.

Method of Payment

Check enclosed (made payable to: OHSUF)

Please charge my:

American Express

Credit Card Number _____

Discover

Exp. Date _____

MasterCard

Signature _____

Visa

Donor Information

School Name: _____

Address: _____

City/State/Zip: _____

Advisor E-mail: _____

This gift will be matched by a company. Company name: _____

*Note: If you expect a corporate match to your pledge payment(s), please **do not** include it in the total amount of your pledge. Please send the company's matching gift form to the OHSU Foundation.*

I/we wish to remain anonymous.

Do not list my/our name(s) on honor rolls.

Advisor Signature _____ Date _____

Honorary or Memorial Gift

If you wish to pay special tribute to someone with your gift, please indicate: in memory of in honor of

Name: _____

Please send a letter informing the following of this gift
(gift amount will not be included in message)

What is the letter recipient's relationship to the
honoree/deceased?

Please mail this form to: **OHSU Foundation, Attn: Kids Making Miracles, PO Box 29017, Portland, OR 97296**

[Make a gift online at kidsmakingmiracles.org.](http://kidsmakingmiracles.org)